

WATER CONSERVATION COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of duties involved in the implementation of the City of Tempe's water conservation programs; and to coordinate activities related to water conservation including plumbing and landscape rebates, distribution of retrofit kits, enforcement of ordinances and implementation of xeriscape classes, school programs and other related programs.

Supervision Received and Exercised:

Receives general supervision from the Water Resources Manager or from other supervisory or management staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Assist in the planning and implementation of water conservation programs for City facilities; participate in the planning and implementation of multifamily residential water conservation program; assist in the implementation of the Industrial Conservation Program.
- Communicate the goals and objectives of the Water Conservation Program to the public and City staff; assist in the development, production and distribution of program publicity materials; participate in fairs, open houses and exhibits.
- Monitor and enforce Water Conservation Ordinances; review landscape and construction plans to ensure consistency and compliance with Federal, State and local regulations; review plumbing and landscape rebate applications.
- Assist customers with water review and water management issues; distribute water conservation literature.
- Organize and schedule xeriscape classes; assist with the public viewing of the Xeriscape Demonstration Garden.

CITY OF TEMPE

Water Conservation Coordinator (continued)

Coordinate the distribution of plumbing retrofit kits; organize and schedule

class presentations for Kindergarten through sixth grades; make

presentations on water conservation to civic groups.

Maintain water use data and statistics; provide information and reports as

required.

Perform related duties as assigned.

Minimum Qualifications:

Experience:

Three years of experience in water use and water conservation programs,

including production of public awareness educational materials.

Education:

Equivalent to completion of a Bachelor's degree with major course work in water conservation, earth sciences, natural resources, or degree related to the core

Page 2 of 2

functions of this position.

Licenses/Certifications:

Requires the possession of a valid driver's license at the time of application.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 295

Status: Exempt / Classified